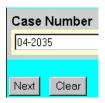
Motion to Consolidate (Case Number 03-2046 with 04-2035) for Trial.

STEP 1 Select Bankruptcy or Adversary, whichever is appropriate, from the Main Menu, and then click on Motions / Applications.

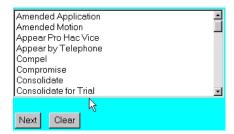




STEP 2 The Case Number entry screen displays.

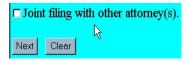


- ♦ Case Number enter the case number in YY-NNNN format.
- ♦ Click on the **Next** button.
- STEP 3 The select the type of **motion/application** being filed screen appears.



- ♦ Scroll through the options to highlight **Consolidate for Trial**.
- ♦ Click on the **Next** button.

### STEP 4 The Joint filing with other attorney(s) prompt is displayed.



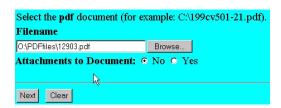
- ♦ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ♦ Click **Next** to continue.

## STEP 5 The Select the Party screen appears.



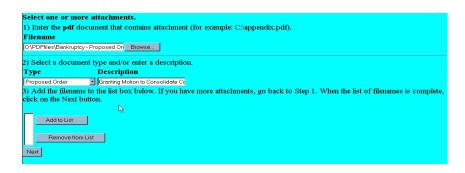
- ♦ Click on the filing party's name. If name does not appear, click on Add/Create New Party.
- ♦ Click on the **Next** button.

#### STEP 6 The Select the pdf document screen appears.



- ♦ Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ If there are no attachments to document, click on the **Next** button.
- ♦ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
  - ► Click on the radio button next to 'Yes.'
  - Click on the Next button.

The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.



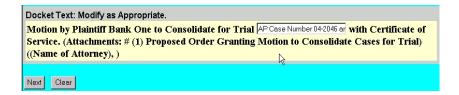
- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** click on the down arrow to select the type of attachment, if listed. ♦
- **Description** type in any additional description if needed.
- ♦ Add to List click this button to add selected attachment to list.
- As documents are added to list, they will appear in the filename list box.
- ♦ Click on the **Next** button.

# STEP 8 The With Certificate of Service screen displays.



- ◆ Type a lowercase 'y' if a Certificate of Service is attached to your document or a lowercase 'n' if there is no Certificate of Service.
- ♦ Click on the **Next** button.

## STEP 9 The Docket Text: Modify as Appropriate screen displays.



- ♦ Add additional text if needed.
- ♦ Click on the **Next** button.

The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Plaintiff Bank One to Consolidate for Trial AP Case Number 04-2046 and AP Case Number 04-2035, with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Consolidate Cases for Trial) ((Name of Attorney), )

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ♦ Verify the final docket text. If correct, click **Next**.
- ♦ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ♦ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.
- The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

